
I N T R O D U C T I O N

About This Manual

Thank you for participating in the California Treatment Outcome Project (CalTOP). The purpose of this manual is to assist you in learning the CalTOP system, and understanding how CalTOP works in conjunction with other Department of Alcohol and Drug Programs' software applications. You do not need prior experience using the CalTOP system.

This document is a training and reference manual. It is intended to support the people who will be entering data through the CalTOP system, and those submitting data to the CalTOP database using Delta Metrics' ASI/TOPPS II PC software or other software.

A. Objectives

After reviewing this manual, you will understand the following:

- How to access the CalTOP Web site and log on to the CalTOP system
- How to add, update, and delete client information
- How to complete CalTOP client data entry forms
- How to generate reports using data in CalTOP
- How to export data from the Delta Metrics ASI TOPPS II database, and send electronic copies of that data to the CalTOP database
- How to send electronic ASCII files to the CalTOP database



This course does not explain how to use Delta Metrics' ASI TOPPS II software to conduct an interview. For more information, refer to the *ASI TOPPS II Software Users Guide – November 1999*.

B. Before You Begin

ADP has provided each CalTOP pilot participant with one computer, complete with Microsoft® Office software and an Earthlink™ Internet Service Provider connection to access the CalTOP system. You also need to obtain each of the following before you can access the CalTOP system:

What you need	How you get it	How long it takes
User ID and password for the CalTOP Web server	Contact the CalTOP Helpdesk toll free at (877) 517-3329 to obtain a user authorization form. Complete the form, have it signed by a local administrator, and return it to ADP. ADP will review the authorization form and establish user access for you, then contact you directly to provide you with your ID and password.	Approximately 5 – 10 days
Verisign Class 1 certificate (token)	Contact the CalTOP Helpdesk for assistance. You must install the certificate locally through an online process at the Verisign Web site. ADP will provide the Verisign token needed to install the certificate and instructions for installing it.	1 – 2 weeks to receive the token 1 hour to install the certificate



If the computer you are using to access CalTOP does not have the software and Internet connection installed, contact the Helpdesk for information on preparing your computer. For more information about preparing your computer, see “CalTOP Provider Setup Procedures” on page 249.




In addition, before you can send ASI TOPPS II transactions or ASCII file transactions to the CalTOP database via e-mail, you need to exchange certificate information with ADP. This process may take 3 – 5 working days. For more information about this process, see “ECXpert Certificate Exchange” on page 225.

C. Conventions in This Workbook

The following conventions are designed to help you identify lessons, tasks, and specific information, such as tips and notes, as you read through this workbook.

Graphic Assistants

To make notes and tips easy to locate, graphics are provided.

Graphic	Function
	Provides hints and shortcuts to increase your productivity as a CalTOP user.
	Explains the dos and don'ts of working with CalTOP to help you avoid damaging files or losing data.
	Adds to or further explains a topic, to help you become more familiar with how CalTOP works.

Text Assistants

To make step-by-step procedures easier for you to follow, these text formats are applied:

Text Format	Function
<i>Italics</i>	Indicates the name of a form in the CalTOP system, such as the “ <i>Admission</i> form.”
Bold	Indicates the name of a field, button, menu, or a value to select from a list, such as the “ Dosage list” or “select Male .”
SMALL CAPS	Indicates the name of a keyboard key, such as “press the TAB key.”

D. What Is CalTOP?

CalTOP, a new Department of Alcohol and Drug Programs application, is designed to improve the system of care for clients receiving publicly funded alcohol and other drug (AOD) treatment and recovery services in California. CalTOP is a segment of the 19-state Treatment Outcomes Performance Pilot Studies II (TOPPS II). CalTOP is a standardized, automated system used to record clients' AOD-related problems and to track the movement of clients through county AOD treatment and recovery systems. Data collected in CalTOP also helps identify outcomes of treatment in terms of subsequent abuse and social-service needs. CalTOP then provides local, state, and federal decision-makers with key data needed to document and improve the effectiveness of the AOD service system.

How CalTOP Works

CalTOP is a state-of-the-art computer application on the World Wide Web that lets you submit data directly to ADP from your office. The system consists of a series of online screens used to input, edit, update, and report client data on ADP's enterprise database. The online forms and pages provide clearly labeled fields, helpful point-and-click drop-down menus and valid-value lists, and error messages. The application uses common Web browser software to access the application to find clients, establish new client records, and enter contact, admission, assessment, treatment, level of care (ASAM/PPC II), episode status change, and other data. All transactions also can be submitted via a batch ASCII file.

What Is the ASI TOPPS II Software Program?

ASI TOPPS II software is used to collect client assessment data at the time of admission into the treatment program. Currently, the CalTOP project uses the ASI TOPPS II software provided by Delta Metrics. Similar software from Accurate Assessments will be available soon. You can enter data in the ASI TOPPS II software through desktop computers in your office, and export this data to the CalTOP system, where it is processed and incorporated into ADP's enterprise database.

How ASI TOPPS II Software and the CalTOP System Work Together

Using the CalTOP system and ASI TOPPS II software, data can be collected from providers across California. The ASI TOPPS II software and CalTOP programs together provide all the data required by the CalTOP project. ADP then combines this data, which will ultimately provide local, state, and federal decision-makers with facts needed to document and improve the effectiveness of alcohol and drug services.

Benefits of Participating in the CalTOP Program

Training	To get you started, ADP and UCLA provide training on clinical tools, automation techniques, and the Web-based CalTOP system.
Free Equipment	ADP will loan one computer with ASI TOPPS II, Internet access to CalTOP, and Microsoft® Office software to each participating pilot provider.
Program Funding	When your agency and county, state, and federal governments have more accurate information about the effectiveness of your treatment and recovery programs, each can better communicate with those who make decisions that affect your funding levels. The better you can demonstrate the effectiveness of your programs, the better-funded your programs will be.
Reporting Capabilities	Authorized provider staff can request reports by provider or by county for all transactions submitted via the web or all transactions submitted via batch files.

E. How Can I Get Help?

Both CalTOP and UCLA staff are available to help you with questions and problems after your ADP training is complete. Use the following list to determine who to contact:

Contact	For Help With	Phone Number
CalTOP Helpdesk	Setup- or installation-related hardware questions	(916) 327-9500 or (877) 517-3329
	How to use the CalTOP system	
	Questions related to exchange of data between Delta Metrics' ASI TOPPS II software and CalTOP	
UCLA Hotline	CalTOP business process-related questions	(877) 368-4790
	How to use the ASI TOPPS II application	

Web Site Reference List

The following list contains Internet addresses for both the CalTOP Web sites and other sites you might visit while participating in the CalTOP program:

Web Site	Web Site Address
ADP home page	http://www.adp.cahwnet.gov
ADP InfoNet Web site	http://www.adp.cahwnet.gov/AOD/index.shtml
Verisign identification help Web site	http://www.verisign.com/client/help/index.html
California Treatment Outcome Project - DARC (Drug Abuse Research Center)	http://www.medsch.ucla.edu/som/npi/DARC/caltop
CalTOP Technical Documents link	http://www.adp.cahwnet.gov/caltop_pages/caltop_home.html

Related Resources

You should have the following reference document to aid in the setup and ongoing participation in CalTOP:

- *ASI TOPPS II Software Users Guide*, November, 1999

